

DD/M&S 74-2098

MEMORANDUM FOR: Director of Communications ✓  
Director of Finance  
Director of Joint Computer Support  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, ISAS  
Chief, CIA Historical Staff

SUBJECT : ADP Resource Allocation System

1. Early in FY 1974 the Management Committee approved the establishment of a Resource Allocation System to govern the Agency's use of the ADP resources administered by the Office of Joint Computer Support. The purpose of the System was "to improve management's control over the level of ADP resources and to stimulate more cost consciousness on the part of users in their demands for computer services."

2. When the System was inaugurated, allocations were made to the various using components of the Agency based upon their rates of utilization during FY 1973. It was apparent at the time that this would not be an equitable basis for allocation of ceilings in future years, but it did provide a relatively simple way to begin to experiment with a system of ADP resource allocation. As we approach the beginning of a new fiscal year, we are seeking to devise a more responsive system for allocation of ADP resources for FY 1975 and at the same time to begin to modify the system to reflect some of the experience gained during this past fiscal year.

3. At the outset, it must be admitted that the System has not generated the degree of management control which had been hoped for when it was first proposed. Perhaps the principal reason was that there were no clear channels of responsibility established for review and control of ADP services at the Directorate and the using Office levels.

4. Toward correcting this deficiency, Deputy Directors have been requested to designate ADP Control Officers to (1) review Office requests

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for allocation of ADP resources at the beginning of the fiscal year and (2) review new projects or changes in existing projects as the fiscal year proceeds. These officers would also be expected to monitor the periodic use reports produced by OJCS in order to satisfy themselves that the Directorate's aggregate ADP resource allocation is not getting out of balance. The Chief, DD/M&S Plans Staff has been designated to fill the role of the Directorate ADP Control Officer.

5. The Director of each Office that uses OJCS services is requested to designate an ADP Control Officer who will perform for his Office the functions described in paragraph 4 above, and who will refer problems in ADP resource allocation to the Chief, Plans Staff for resolution. You are requested to give the names of your designees to the EO-DD/M&S by 14 June 1974. A telephone call will do.



John F. Blake  
Associate Deputy Director  
for  
Management and Services

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